



Odiham
Parish Council

BUSINESS CONTINUITY PLAN

Adopted on 3 September 2018

1. Introduction

OPC has recognised the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruptions to the day to day running of the Council. This plan identifies the instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and the follow-up procedures and necessary changes to service delivery, where such services are disrupted by factors within Odiham Parish Council's area of responsibility.

2. Core Business of Odiham Parish Council

The Council provides local services to its electorate which includes the provision of:

- Website, notice boards, newsletter information and the use of other social media to communicate important and relevant matters
- Parks and Open Spaces including 4 play areas
- Benches
- Waste bins in the play areas
- King Street cemetery
- Allotment site in Hook Road
- King Street public toilets
- The Parish Room
- Christmas trees and lights in the High Street
- The Stocks and War Memorial
- Issuing of grants twice a year
- Lengthsman works – the Lengthsman is funded by HCC
- Acting as a statutory consultee on planning applications
- Managing the finances of the Council and using the precept for the benefit of the community
- Liaising with the District and County Councils and other partner organisations on issues that affect the parish

3. Potential causes of disruption:

Damage caused by -

- a) Storm, tempest, flood and snow
- b) Fire
- c) Terrorism

Failures to -

- a) Equipment
- b) Public services

Losses of -

- a) Staff through death, illness or injury or resignation, whilst on or off Council duty
- b) Cllrs by any reason which leaves the Council inquorate

Event	Minimise Impact	Immediate Action	Continuity	Longer Term
Loss of Clerk due to death, sudden/ long term illness, incapacity or resignation	a) Ensure staffing team are aware of their responsibilities. b) Ensure rolling program is up to date and all key	Chairman and Vice-Chairman to be informed. Chairman to Inform Council. Call	Recruit temporary replacement. Seek and employ permanent Clerk.	Review procedures to ensure minimal impact from loss.

	<p>tasks are listed.</p> <p>c) Access to log ins and passwords are available via the IT consultant.</p>	<p>extraordinary meeting to confirm appointment of temporary cover, recruitment is started as appropriate for event.</p>		
<p>a) Death or serious injury to member of staff whilst carrying out Council duties</p> <p>or</p> <p>b) Prolonged absence or resignation or dismissal of staff.</p>	<p>Having others trained or acquainted with the duties of all members of staff.</p> <p>Written procedures are in place for tasks such as Traffic Partnership Meetings, Cemetery, Planning Committee, play area risk assessments, website, T&T Committee, agenda and minutes, newsletter, Basic finances.</p>	<p>Clerk to be informed who will report to the Council.</p> <p>Clerk to inform the insurance company.</p> <p>Clerk to inform HSE if necessary.</p>	<p>Seek temporary help.</p> <p>Start recruitment procedures to seek replacement.</p>	<p>Review procedures to ensure improvements.</p>
<p>Loss of Cllrs due to multiple resignations (causing Council to be inquorate).</p>	<p>Co-option of Cllrs who may be in reserve.</p>	<p>Clerk to inform remaining Cllrs and employees of the Council.</p> <p>Clerk to inform the Returning Officer at Hart DC.</p>	<p>Hart DC to decide on temporary working strategy for Council business to be maintained followed by the instigation of a by election or co-option procedure.</p>	<p>Council to review procedures for recruitment of Cllrs.</p>
<p>Loss of Council documents due to fire, flood or other causes.</p>	<p>Scan important documents and store on computer.</p> <p>Provide secure</p>	<p>Clerk to inform Council and insurance company if necessary.</p>	<p>Council to discuss at next meeting.</p>	<p>Review procedures to ensure improvements and security.</p>

	storage of paper documents.			
Loss of Council electronic data due to fire, fault or breakdown.	<p>The regular backup is carried out by the IT consultant.</p> <p>Volatile data is kept off site.</p> <p>There are 2 back-up cartridges which are rotated and kept off site with the Clerk.</p> <p>The IT consultant has OPC passwords in a secure place off site and a back-up plan if anything should happen to him.</p>	Clerk to inform Council and insurance company if necessary.	Instigate use of stored material.	Review procedures to ensure procedures are in place and to research improvements to the system.
Loss of Council equipment due to theft, fault or breakdown.	<p>Back up data to the server.</p> <p>Clerk has Council laptop at her home.</p>	<p>Report theft to police and insurance company.</p> <p>Decide on immediate replacement.</p>	Replace in accordance with current financial regulations.	Review procedures to ensure improvements.
Damage to Parish office.	<p>Maintain adequate insurance cover.</p> <p>Carry out fire risk assessment.</p>	Clerk to inform insurance company.	Use alternative premises for administrative work or admin team to work from home.	Review risk assessment.
Damage to meeting place – Parish room.	<p>Maintain adequate insurance cover.</p> <p>Carry out fire risk assessment.</p>	Clerk to inform insurance company.	Use alternative premises for meetings.	Review risk assessment.

<p>Staff unable to get to work due to adverse weather conditions.</p>	<p>The Clerk keeps the council's laptop at home.</p> <p>If there is a warning, the council has a spare lap top that another member of staff could take home to allow them to work from home.</p> <p>Staff that live locally can walk to work.</p> <p>All staff have contact details for each other.</p>	<p>Clerk to update the website to advise residents that the parish office may be closed.</p> <p>Staff to contact the Clerk if they are unable to get to work.</p> <p>Clerk to advise the Chairman of the situation.</p>	<p>Clerk to carry out any urgent work.</p>	<p>Review procedures to ensure improvements.</p>
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4. Important documents to be scanned

Important documents to be scanned and stored in a secure location on the server include:

- Staff contact details
- Staff next of kin details
- External contacts – including the accountants and auditors details
- Land registry documents
- Leases/tenancy agreements
- Bank account details